Script for Parent Teacher Conference
(bad example)

Scenario: The teacher is sitting at her desk. The parent and child walk in. The teacher should remain seated and use a flat unfriendly voice tone throughout the scenario.

Teacher	"Hi, I'm Mrs. Anderson, and who are you?"
Parent	"I'm Mr./Mrs. Gonzalez and you know my daughter, Mary."
Teacher	"Well, Mary, you know you are doing bad in English, right?"
Parent	"Mary, how many times have I told you that you have to straighten up and pay attention in class?"
Teacher	"Mary did not score well in Language Arts on the CRT."
Mary	"Language arts is boring and nobody wants to do it anyway."
Parent	"I don't care if it's boring, it's not supposed to be fun, but you have to know it in order to graduate and get a job."
Teacher	"Mr./Mrs. Gonzalez, did you get the letter in the mail with her scores?"
Parent	"Yes, I did."
Teacher	"Do you have any questions about it?"
Parent	"No. Mary just needs to do better or we'll cut off her phone and computer."
Mary	"That's not fair!!"
Parent	"I don't care if it's not fair, you need to get your scores up in Language Arts."

Teacher	"Mary, you do need to improve your scores in Language Arts. Mr./Mrs. Gonzalez, don't cut off her phone and computer, children need those things. We just know that she has to do better."
Teacher	"Well, I've got another meeting, so I've got to go. Thanks for coming."

Script for Parent Teacher Conference
(good example)

<u>**Scenario**</u>: As the family walks in, the teacher walks toward them, smiling, and shaking the parent's hand. The teacher should use a positive and friendly voice tone throughout the scenario.

Teacher	"Hi, I'm Mrs. Jones. Welcome to my classroom. It's been great having your son Edward/Eduardo in my class this year. He is a great student."
Parent	"Thank you for having us."
Teacher	"I'd like you to know that Edward/Eduardo is a good student in class. He always follows directions and is a leader on the playground. Edward/Eduardo has been doing really well in Math in most areas. He knows his multiplication tables and does very well when we take timed tests on multiplication."
Parent	"Thank you. We are very proud of Edward/Eduardo and we are glad that he is respectful in class and doing well in multiplication. We are concerned because he told us that he is having problems with graphing numbers."
Edward/ Eduardo	"I get confused when Mrs. Jones is explaining it."
Parent	"Edward/Eduardo, you should ask questions if there is something you don't understand."
Edward/ Eduardo	"I get embarrassed when I don't know something. Some of the other kids make fun of me."
Parent	"You shouldn't be embarrassed to ask question, Edward/Eduardo. Mrs. Jones is here to help you and there may be other kids in the class that have the same questions that you do. Mrs. Jones, are there any activities you can suggest for how we can help Edward/Eduardo at home with graphing? We'd be happy to work with him, but we need some ideas."
Teacher	"Sure! I'd be more than happy to give you some ideas and information about graphing. I'll get that information together and give it to you tomorrow."

Teacher	"I wish we had more time today to talk about Edward/Eduardo's academic progress, however I have another appointment in 2 minutes and the family is waiting outside. Do you have any last minute questions that you'd like to ask?"
Parent	"No, I don't have any questions. Just getting the ideas about how we can help Edward/Eduardo at home with graphing will be very helpful. I'd like to stay in touch with you throughout the year so that we can continue to help Edward/Eduardo with his math at home. What is the best way to communicate with you?"
Teacher	"You can always reach me by phone or email, but you can also feel free to come by the classroom as well. I'm here after school almost every day until 4 p.m. Please feel free to drop by whenever you have a question or need more information. Another way you can monitor Edward/Eduardo's progress is by our on-line monitoring tool (WCSD – Infinite Campus, CCSD – Parent Link, Elko - Powerschool). If you are not familiar with this program, I am happy to help you learn how to use it. It was great meeting with you today!